routing and record sheet				
SUBJECT: (Optional)	numerienen en ententrien ten en ente	z rememberenen er er er en En Effer i	epupurumenumenumentelmenum	ลง (สมสมาชิงสมาชิงสิทธิทธิตาศาสติสติสที่สุดสุดสาขาวาทสุดจำนักของ สาขายสาขาย (กา คุณสาขายสิทธิตาสติสติสติสติสติ เกาะ
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FROM: DDP/Publications			EXTERNO.	
G G O4 HQ		DATE . 8 NOV 1971		
	Aprilian in the State of the St			9 MA 131.
TO: (Officer designation, room number, and building)	DATE		OFFICER'S	COMMENTS (Number each comment to show from who
	RECEIVED	FORWARDED	INITIALS	to whom. Draw a line across column after each commen-
1.	Management of the contract of		· ma rea marea esta esta esta mire de Per	
<u></u>			. Harris and the state of the s	The T & A reporting procedures
<i>i.</i>				related to the pending new payroll procedure, as proposed by the Offi
•	1			of Finance, included the following
3.				1
				Headquarters:
4.		}	· · · · · · · · · · · · · · · · · · ·	M & A cond a silver
<b>~.</b>				T & A cards when sent to components at the beginning of
			- non-row rife concess, blockets restrangend on	pay period would be accompanied
5.			•	by two copies of a computer-
				produced control listing, on who
6.				would be listed name, employee number, verifier number, location
				code, and maximum allowable O/T
	per a la company de la company			. hours for each employee for whom
7.		,		a card was included. At the end
				of the pay period, the component
8.	1			would arrange all cards in the sequence (i.e., by employee num
				in which they were listed on the
			rou von rou rou rou ries i Mil vald ries den relitate i Mil	control listing, and would send
Ÿ.			,	them to Finance. The control
•				list would not have to be return to OF, but one copy of it.
0.				annotated as necessary to indicate
				employees transferred from the
11.				component, employees for whom no
				card was received, etc., could be returned, at the option of the
				component.
2.				
<b>7</b> .				Field:
3.			or sanction the SEA HARMAN PROPERTY OF THE COLUMN	T & A cards, partially pre-
•				pared by computer and pouched to
			of the contract of the contribution and the	the field so as to arrive at or
4.				near the beginning of the pay
				period, would also be accompanied
5.			1	by two copies of a control listing. One copy of the control listing.
1				annotated as necessary, would be
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returned to headquarters, but the T & A cards accompanying it would not have to be arranged in the sequence in which listed on the control listing.

The CS position, as indicated in an OPSER memorandum commenting on the proposal, is thus far as follows:

## Headquarters:

No objection to forwarding of control listings to components along with T & A cards. Uncertain of need to return one copy of the listing to Finance; forwarding of T & A cards themselves (including any incorrect or unneeded cards, appropriately annotated, as well as any needed additional cards, prepared should suffice. Disagree with requirement that cards be put in the same sequence as listed on the control listing; sorting if required by the system, should be done mechanically at a central point.



The Office of Finance has requested an opportunity to present arguments in favor of its proposal with a view to obtaining reconsideration of the above-noted CS position. Representatives of OF will be present at the Support Officers' Meeting on Wednesday, 10 November, for this purpose.

This note is merely advance information since the Support Officers will probably be asked for their views at the meeting.

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